



1995

## SEAALL Handbook Revision Materials, 1995

SEAALL

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April 10, 1995

Kathy Heberer  
Librarian  
Holland & Knight  
200 S. Orange Ave., Suite 2600  
Orlando, FL 32801

Dear Kathy:

We missed you in Richmond. Hope you will be able to be in Pittsburgh. Enclosed is a second draft of the Chapter Handbook. I distributed one to each officer at the Executive Committee meeting in Richmond. When there was consensus among the comments I received previously, I incorporated those. Some items still remain in bold and require some sort of resolution by the Executive Committee. Comments are welcome.

A major challenge that remains is to institute a budgeting process. The Executive Committee agreed that the chapter should do it (probably since I volunteered you and I to work on it). It seemed easier for the two of us to draft something and present it to the others for fine-tuning. I plan to incorporate all the procedures which you and Sue have suggested and will send you a draft sometime in May (I hope).

I will also be creating a section on planning for Local Arrangements and reimbursement policies for speakers (also hopefully to you in May). Again, I think we put in it what we want and let the others on the Executive Committee take them out.

The goal is to have something in a semi-final form that can be distributed to new committee chairs and officers in July. Then we can work with it for a year and see what needs to be added, deleted or modified. I'm looking forward to working with you. Hope you don't mind too much, but I knew we could knock the thing out. I'll be in touch soon.

Sincerely,

Hazel L. Johnson  
Librarian

April 12, 1995

Ms. Alva Stone  
Florida State University  
College of Law Library  
Tallahassee, FL 32306-1043

Dear Alva:

Enclosed is a draft of the SEALL Handbook section that deals with the Articles and Bylaws Committee. Comments that I received from current and prior committee chairs have been incorporated into this document.

It would be very helpful to me if you could review this section and provide any additional comments regarding the content.

We missed you in Richmond. Hope to see you in Pittsburgh. Thanks for your assistance.

Sincerely,

Hazel L. Johnson  
Librarian

April 12, 1995

Ms. Reba Best  
University of Tennessee Law Library  
1505 W. Cumberland Ave.  
Knoxville, TN 37996-1800

Dear Reba:

The document I gave you during the SEALL Executive Committee meeting is a draft of the SEALL Handbook section that deals with the Articles and Bylaws Committee. The section from current handbook was circulated to current and immediate prior committee chairs last summer. Comments that I received from current and prior committee chairs have been incorporated into this document.

Although chairing the committee is new to you, I think it would be very helpful to me if you could review this section and provide any comments regarding the content and the manner in which the process really works.

Thanks for your assistance.

Sincerely,

Hazel L. Johnson  
Librarian

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April 18, 1995

**KATHY HEBERER**  
407-244-5173

Ms. Hazel L. Johnson  
Sutherland, Asbill & Brennan  
999 Peachtree Street, N.E.  
Atlanta, GA 30309-3996

Re: Southeastern Handbook and Budget

Dear Hazel:

Thank you for your letter of April 10. Congratulations are in order. The Handbook looks great. You have obviously put a great deal of effort into revising it, and we will all benefit.

A few comments follow. Feel free to ignore them except for number 6. I really feel strongly about that one.

1. In a couple of places you ask if committee reports should be due 2 weeks prior to the annual meeting and the annual chapter business meeting. I think that is enough time. If the reports are prepared earlier then they wouldn't be very timely and might leave out important information.

2. Will there be a spot in the Handbook for future annual meeting locations and dates? Or is this under secretary responsibilities? Carol Nicholson mentioned in a phone conversation that she found out "by the way" that Tallahassee had been approved as a meeting site. Once a site has been accepted it could just be added to the running list and kept in the Handbook for permanent reference (instead of trying to flip through the newsletter for this information).

3. Rhea Ballard is using a new hyphenated last name. I think it is Rhea Ballard-Trowbridge. See p. 13.

4. I wonder if we need a section on joint meetings and general guidelines/procedures for sharing disbursements and revenues. We have the VALL joint meeting under our belts and will be doing another "out west."

5. Contracts/President p. 18. The Treasurer has traditionally signed some legal documents, i.e.: Annual Report to



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Alva T. Stone, Head of Cataloging  
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May 10, 1995

Hazel Johnson, Librarian  
Sutherland, Asbill & Brennan  
999 Peachtree Street N.E.  
Atlanta, GA 30309-3996

Dear Hazel,

I am responding to your request for comments on the draft revision of the SEAALL Handbook section dealing with the Articles and Bylaws Committee.

At C.2 it is stated, "Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference form." I was wondering, does this seem to say that only those who completed the form may be appointed to a committee? I know of instances in the past where the SEAALL president has gone out and recruited someone to serve on this or that committee. This could be modified by adding the word "mainly" or "chiefly" after "appointed by the President."

In D.1, I think that the authoritative copy of the Articles and Bylaws should be maintained by the chapter's secretary. The person holding this position changes every two years (whereas the chair of Articles and Bylaws changes every year). Also, this is consistent with what is done at AALL-level. Besides, the secretary is already directly involved in bylaws work, as s/he must conduct the official notification and balloting on proposed amendments.

In D.1.c, Revision procedures, there is another step that ought to be added after no. 5. "As soon as the AALL Constitution and Bylaws Committee has officially approved the amendments, the President (or his/her designee) sends a complete copy of the chapter's revised bylaws, incorporating the changes, to AALL headquarters. The date of the latest amendment should be clearly noted on the document's first page."

I hope these ideas are helpful. I'm sorry it took me four weeks to answer--that's why I'm sending this by "fax" now!

Sincerely,

*Alva*  
Alva T. Stone



Hazel -

Just cleaning up some loose ends  
as I begin my vacation. Hope the  
Poster Session went well. Thanks  
for encouraging (asking) me to  
participate.

The enclosed letter is intended  
to <sup>substitute for</sup> ~~fill~~ the currently out of date  
procedures for Local Arrangements in  
the SEAAHL Procedures Manual. Do  
with it as you see fit.

Keep in touch.

Connie

July 22, 1995



## Memorandum

To: Hazel Johnson  
From: Connie Matzen  
Date: July 22, 1995  
Re: SEAAHL Procedures manual - Local  
Arrangements Information

As Local Arrangements Committee Chair for the 1994 Meeting in Asheville, N.C., I prepared detailed files covering every task, procedure, and activity associated with planning for, carrying out, and finishing a SEAAHL annual meeting. These files constitute a living, evolving "procedures manual." The documents are to be considered original, or samples, not to distributed, only to be copied for subcommittee chair use.

The files were sent to Jerry Long, Chair of the L.A. Committee for the 1995 meeting in Richmond, VA. Jerry has assured me that the files are intact. She will forward them to the Chair of the 1997 meeting in Tallahassee, FL.

Because there is too much information even to record in outline form for the actual manual, I chose not to send you any revisions. Upon further reflection, it seemed appropriate to at least provide this "paper trail" so that the files I prepared may be used by others.